

PROCEDURE

RECYCLED CONTENT PRODUCTS

CAM 3.4.6

DATE: 11/1/99

A. PURPOSE:

This procedure describes the minimum steps necessary to implement and report on a "Buy Recycled Content Products Program" in accordance with CAM 2.5, Recycling.

B. DEFINITIONS: See Glossary Section for definitions. Any definitions included here are for purposes of this procedure only.

1. **Compost** – A product resulting from the biological decomposition of organic materials such as leaves, grass clippings, yard trimmings, fruit and vegetables, or biosolids. For reporting purposes, compost may also include humus, and other organic soil amendments with or without additives. Recycled products, including compost and co-compost, must contain no less than 50% by weight secondary and postconsumer material with no less than 10% of the material being postconsumer material to count towards being considered a recycled content product. Co-compost products also contain biosolids.
2. **Fine Printing and Writing Paper (FPWP)** – In accordance with the Public Contract Code (PCC) Section 12161, are paper products containing at least 30% postconsumer material. FPWP includes copy and xerographic papers of all colors, and higher-grade papers such as watermarked and cotton fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white wove envelopes, and other uncoated printing and writing paper such as writing and office paper, book paper, cotton fiber paper (containing 25-75% cotton fiber), and cover stock are all included in the FPWP category.
3. **Glass Product** – Includes all products comprised primarily of glass materials including, but not limited to: containers, windows, fiberglass insulation, reflective beads, and construction blocks. Recycled glass products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count toward being considered a recycled content product.
4. **Lubricating Oil** – Includes, but is not limited to: crank case oil, engine oil, and transmission oil. Recycled lubricating oils must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer to be considered a recycled content product.
5. **Paint** – Includes, but is not limited to: aerosols, latex and enamel paint, and primers. Recycled paint products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be consider a recycled content product.
6. **Paper Product** – Includes all products made from wood and or paper fiber excluding FPWPs, and including but not limited to: stickies, paper janitorial supplies, towels, tissue, corrugated boxes, and various types of paperboard (boxes, cartons, wrapping and packaging). Recycled paper products must contain no less than 50% by weight

secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product.

7. **Plastic Product** – Includes all products comprised primarily of plastic material, including, but not limited to: plastic lumber, containers, bags, packaging, and office products. Recycled plastic products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product.
8. **Postconsumer Material** – In accordance with PCC Section 12200(b) is, a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes. This is material such as newspaper that you have read and then was recycled and made into recycled content newsprint or some other recycled product. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled for use in another product.
9. **Recycled Content Product (RCP)** – Is defined in PCC Section 12200(a) as, “all materials, goods, supplies, with no less than 50% of the total weight of which consists of secondary and postconsumer waste with not less than 10% of its total weight consisting of postconsumer waste.” This definition applies to paper products, fine printing and writing paper, plastic products, compost and co-compost, glass products, lubrication oils, paints, solvents, retreaded tires, and tire-derived products. A recycled product also includes products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but is otherwise refurbished for reuse without substantial alteration of its form. Examples of refurbished products include remanufactured laser toner cartridges, repaired office furniture, reconditioned carpet, and reformatted computer disks.
10. **Refurbished Product** – A product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. Refurbishing includes renovating, repairing, restoring, or generally improving the appearance, performance, quality, functionality, or value of a product.
11. **Reportable Non-Recycled Content Product** – A product within one of the eleven recycled content product categories, having no recycled content or less than the minimum required for its particular product category.
12. **Reportable Purchase/Product** – This can be either an RCP or a non-RCP. A reportable product is any product from within the following eleven product categories. The eleven recycled content product categories which must be reported on are: paper products, fine printing and writing paper, plastic products, compost, glass products, lubricating oils, paint, solvents, tire-derived products, tires, and steel.
13. **Reportable Recycled Content Product** – A product which meets the definition of a recycled content product. A reportable RCP: Is a product from within one of the eleven product categories, and contains at least the minimum secondary and postconsumer material specified by statute, or is a product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.
14. **Retreaded Tire** – Includes, but is not limited to: any passenger, truck, heavy equipment, or agricultural implement tire that has been recapped or has had a new tread portion affixed to a used casing.

15. **Secondary Material** – In accordance with PCC Section 12200(c) is, “fragments of finished products or finished projects of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes postconsumer waste, but does not include excess virgin resources of the manufacturing process.” Secondary material is newsprint that is trimmed from a roll in the paper plant that is returned to beginning of the process to make recycled content newsprint. The material (product) did not reach the consumer before being recycled.
16. **Solvent** – Includes, but is not limited to: paint thinner and remover, halogenated solvent, asphalt testing solvent, flexographic plate wash, solvent used in hospital applications and turpentine. Recycled solvents must contain no less than 50% by weight secondary and postconsumer material with no less than 10% postconsumer material to be considered a recycled content product.
17. **State Agency** – Includes for purposes of this policy every department, board, commission, and office within state government and the Legislature. It includes all the agency level offices and cabinet level offices such as the Secretary of State, Attorney General, and the State Treasurer’s Office.
18. **Steel Product** – This is rolled steel products no less than 25% of the total weight of which consists of secondary and postconsumer material, with not less than 10% of the total weight consisting of postconsumer material. Products made with flat rolled steel meeting these content percentages include, but are not limited to, automobiles, cans, appliances, and office furniture and supplies.
19. **Targeted Product Categories** – Include paper products, fine printing and writing paper, plastic products, compost, glass, lubricating oils, paint, solvents, tire-derived products, tires and steel.
20. **Tire Derived Product** – Includes retreaded tires and rubber products, rubberized asphalt, carbon black, metal or nylon products whose raw materials were derived from the processing of tires. Recycled tire derived products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product. Recycled tire derived products must contain no less than 50% by weight postconsumer material to be eligible for a price preference.

C. PROCEDURE:

1. The agency’s buyer shall review all purchase requests to determine if the product being requested is one of the targeted product categories. If the product is one of the eleven targeted categories, and the buyer is obtaining bids, the buyer shall determine if the specification is restricting the use of recycled content materials. If so, the requester will be contacted to determine if the restriction is justified. If not, the restriction shall be removed. The buyer may create “recycle only” solicitations to meet the program requirements. If the purchase request has been submitted with price quotes obtained from field operatives, then the request will be reviewed for compliance with Recycled Content Products (RCP) procedures and requirements.
2. If the product is one of the targeted product categories, the buyer shall, when preparing a solicitation, include the Recycled Content Certification form (as should the field operatives when obtaining quotes in the field). This form is shown in Appendix 1, State Agency Buy Recycled Campaign.

3. The buyer shall review the data supplied on the certification form against the definitions of a recycled content product in the policy or may refer to Appendix 2, State Buy Recycled Products Program for 1998, to determine if the products offered meet the requirements to be classified as recycled content product.
4. The buyer, or designated RCP Coordinator, shall collect the purchase data of all RCPs and non-RCPs for reporting each fiscal year on the eleven targeted product categories. Each agency is required to submit a Recycled Product Procurement Report annually to the California Integrated Waste Management Board (CIWMB). The reports are used to determine compliance with the RCP procurement mandates. (Public Contract Code 12159).
5. A reportable product/purchase is any product, RCP or non-RCP, from within the eleven product categories.
6. Agencies shall report all purchases in the eleven product categories, regardless of the type of contract used for their purchase or the source of the product (including Statewide Contracts, State Stores, State Price Schedules, Delegated Purchases, CAL-Card, California Multiple Award Schedules, Prison Industry Authorities, Service Contracts, Public Works Contracts and Master Service Agreements).
7. Every product within the specified targeted product categories, regardless of the recycled content or the type of contract used to obtain it, must be identified and tracked for inclusion in the RCP report. Each agency is required by law to require suppliers to certify in writing the RCP content, if any, in the materials, goods, or supplies being purchased (PCC 12205(a)). If the buyer is purchasing a product from a state contract identified as an all recycled content state contract, the buyer shall accept that information as correct and not request a certification from the contractor.
8. Every product, regardless of the recycled content or the type of contract used to obtain it, must be certified by the supplier for its recycled content. The supplier is required by law to complete the Recycled Content Certification Form (PCC 10233, 10308.5 and 10354). The RCP Certification Form must be attached to each purchase, regardless of the purchase method used.
9. State law requires that each agency attain the goal for each product category from which products are purchased. The goal must be attained regardless of potential price differences.

D. RESPONSIBILITIES:

1. Buyer shall:
 - a. Be aware of the requirements of the State Assistance for Recycling Markets Act of 1989 (SABRC), Public Contract Code 12150, and State rules and regulations.
 - b. Ensure that the RCP Certification Form has been submitted by suppliers prior to contract award.
 - c. Capture data for inclusion in reports and provide reports as required.
2. Field Officer, CAL-Card Holder shall:
 - a. Be aware of the requirements of the SABRC and to obtain RCP products.
 - b. Request RCP products or question their availability when obtaining quotes or at the time of purchase and to obtain the RCP Certification Form if the product being purchased is within one of the eleven categories.

E. APPENDICES:

1. Appendix 1, State Agency Buy Recycled Campaign
2. Appendix 2, State Buy Recycled Products Program

F. AUTHORITY AND REFERENCES:

1. Statutory: Public Contract Code 12161; 12200 (a), (b) and (c); 12205 (a); 10233; 10308.5; and 10354
2. Administrative: None
3. Procedural: [CAM 2.5, Recycling](#)

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